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| Test Script  SAP S/4HANA - 17-09-20 | public |
| Sales Inquiry (1IQ\_DE) |

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# Purpose

This scope item describes the process for a standard sales inquiry. It allows you to create, edit, and reject an inquiry. You can then create a quotation or sales order based on the inquiry.

This document provides a detailed procedure for testing this scope item after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company has been created in your system during activation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and suppliers, for example, depending on the operational focus of your company.

Use your own master data or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | TG11 | Trading Good for Reg. Trading (MRP planning) | See sections Business Conditions and Preliminary Steps. |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning) | See sections Business Conditions and Preliminary Steps. |
| Material | TG21 | Trad.Good 21,Reorder Point,Batch-FIFO | Only use if you have activated the building block Batch Management (BLG) (BLH)(BLJ)(2EG)(BLP).  See sections Business Conditions and Preliminary Steps. |
| Material | TG22 | Trad.Good 22,Reorder Point,Batch-ExpD | Only use if you have activated the building block Batch Management (BLG) (BLH)(BLJ)(2EG)(BLP).  See sections Business Conditions and Preliminary Steps. |
| Sold-to party | 10100003 | Customer domestic 03 | You can test the scope item using another domestic customer. |
| Ship-to party | 10100003 | Customer domestic 03 | Customer domestic 03 |
| Payer | 10100003 | Customer domestic 03 |  |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A |  |  |
| Shipping Point | 1010 |  |  |
| Sales Organization | 1010 |  |  |
| Distribution Channel | 10 |  |  |
| Material | SM0001 | Service Material 01 |  |
| Material | NS0002 | Non-Stock Material 02 |  |

You can find general information on how to create master data objects in the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm) :

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| MDS | Description |
| BNF | Create Product Master of Type "Trading Good" |
| BND | Create Customer Master |

# Preliminary Steps

## Create Condition Records (Optional)

Purpose

In case you have finetuned the access sequence of SAP pre-shipped condition types, the relative condition records should be created accordingly.

You can find general information on how to create master data objects in the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm) :

Table 2: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BET | Create Sales Pricing Condition |

# Overview Table

This scope item consists of the several process steps provided in the table below:

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, | Business Role | App | Expected Results |
| [Create Sales Inquiry](#unique_8) [page ] 8 | Internal Sales Representative | Manage Sales Inquiries (F2370) | The sales inquiry is created and printed. |
| [Change Sales Inquiry](#unique_9) [page ] 10 | Internal Sales Representative | Manage Sales Inquiries (F2370) | The sales inquiry is changed. |
| [Reject Sales Inquiry](#unique_10) [page ] 11 | Internal Sales Representative | Manage Sales Inquiries (F2370) | The sales inquiry is rejected. |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

## Create Sales Inquiry

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

This activity enables you to enter a sales inquiry after a customer has requested one.

Once you have completed this activity:

Option A: If the customer requests to change the sales inquiry, go to [Change Sales Inquiry](#unique_9) [page ] 10.

Option B: If the customer accepts the sales inquiry, go to step Appendix [Process Integration](#unique_12) [page ] 13.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Manage Sales Inquiries (F2370). | The Manage Sales Inquires Initial screen displays. |  |
| 3 | Choose Create Inquiry | Choose Create Inquiry . | The Create Inquiry screen displays. |  |
| 4 | Enter Inquiry type | On the Create Inquiry screen, enter the following data and choose ENTER:  Inquiry Type : IN |  |  |
| 5 | Enter Inquiry Details | On the Create Inquiry screen, make the following entries:  Sold-to party: 10100003  Ship-to party: 10100003  Customer Reference: <Reference Text>  Material: TG11  Order Quantity: 10 PC |  |  |
| 6 | Save | Choose Save. Take note of the Inquiry number. |  |  |

Printing Form - Output Management

Note Only After implement the note “2298826 - Switch for enabling NAST condition based output for OnPremise” for activate Output Management function, process the output procedure steps in this section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as anInternal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Sales Inquiries (F2370). | The Manage Sales Inquires initial screen displays. |  |
| 3 | Search for Sales Inquiry | Enter search term(s) in filter bar and choose Go. | Inquiry is displayed in result list. |  |
| 4 | Navigate to Sales Inquiry Screen | Choose the Inquiry number and choose the Display Inquiry. | The Display Inqiry xxx: Overview screen displays. |  |
| 5 | Issue Inquiry Output | Choose Header Output Preview . | Preview for PDF document displays. |  |

Printing Form-NAST output

Note If you implement the SAP note [2298826](https://launchpad.support.sap.com/#/notes/2298826) - Switch for enabling NAST condition based output for On Premise for activate the Output Management function, please process the output procedure steps in Printing From- Output Management.

## Change Sales Inquiry

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

This activity enables you to change a sales inquiry to meet a customer's needs, for example, to change the quantity listed in the inquiry.

Once you have completed this activity:

Option A: If the customer rejects the sales inquiry, go to step [Reject Sales Inquiry](#unique_10) [page ] 11.

Option B: If the customer accepts the sales inquiry, go to step Appendix [Process Integration](#unique_12) [page ] 13.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Sales Inquiries (F2370). | The Manage Sales Inquires Initial Screen displays. |  |
| 3 | Search for Sales Inquiry | Enter search term(s) in filter bar and choose Go. | Inquiry is displayed in result list. |  |
| 4 | Navigate to Sales Inquiry Screen | Click Inquiry number and choose Change Inquiry. | The Change Inqiry xxx: Overview screen displays. |  |
| 5 | Change Inquiry | Make the following entry and choose Enter:  Order Quantity: <Quantity> , For example: 5 PC |  |  |
| 6 | Save | Choose Save. | The quantity changes in the quotation document. |  |

## Reject Sales Inquiry

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

This activity enables the customer to reject the sales inquiry. You can enter the reason for rejection in the system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Sales Inquiries (F2370). | The Manage Sales Inquiries (F2370) initial screen displays. |  |
| 3 | Search For Sales Inquiry | Enter search term(s) in filter bar and choose Go. | Inquiry is displayed in result list. |  |
| 4 | Reject the Inquiry | Choose the Inquiry and choose Reject All Items. | Reject All Items dialog box displays. |  |
| 5 | Select Reason | Select an appropriate reason in the Reason for Rejection. And choose OK. | The sales inquiry updates with a reason for the rejection. You have now finished the activities in this document. |  |

# Appendix

## Process Integration

The process to be tested in this test script is part of a chain of integrated processes.

### Succeeding Processes

After completing the activities in this test script, you can continue testing the following business processes:

|  |  |
| --- | --- |
| Process | Business Condition |
| BDG – Sales Quotation (optional) | This scope item describes the sequence for a standard quotation process with a customer.  Using the master data from this document, complete the following activities described in the Test Script:   * Sales Quotation (BDG). * Create a sales order with reference using the sales inquiry number. |
| BD9- Sell from Stock (optional) | This scope item describes the sequence for a standard sales process (sell from stock) with a customer.  Using the master data from this document, complete the following activities described in The test Script:   * Sell from Stock (BD9). * Create a sales order with reference using the sales inquiry number. |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

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